



Environmental Management Lessons Learned Program

February 2000

What is the Environmental Management Lessons Learned Website?

The Environmental Management (EM) Lessons Learned Website facilitates the sharing of knowledge across the DOE complex with specific emphasis on lessons learned relevant to environmental management business and functional areas. The website provides an interactive forum for users to:

1. Network with key field and headquarters contacts;
2. Search the database for a lesson learned;
3. Keep up-to-date on recent lessons learned and events.

How to Access the Environmental Management Lessons Learned Website

The EM Lessons Learned Website can be accessed directly, or through the Environmental Management homepage.

- ▶ Direct Website address:
<http://www.em.doe.gov/lessons>
- ▶ Through the EM Website:
 - ▶ Go to <http://www.em.doe.gov>
 - ▶ Click on "Table of Contents"
 - ▶ Click on "Environmental Management Lessons Learned."

How to Search the Database

The EM Lessons Learned Website search option allows users to retrieve lessons learned through a variety of methods.

- ▶ **Keyword Search:** To implement a broad search query users can limit their search to one or more key words and bypass all four menu options. In order to avoid returning ALL of the lessons learned in the database the ALL option under each menu must be selected. Once the keywords are typed, click on the SUBMIT button.
- ▶ **Menu Search:** To implement a refined or specific query users may choose from one or more of the five menu options available which include Project Type, Functional Area, Date, Site, and Document Type. After all selections have been made, click on the SUBMIT button.
- ▶ **Hybrid Search:** To implement a query that is a combination of the above two options users can select several menu options and insert a key word(s) in the keyword search field. For example: Project Type - ("Soil Remediation") + Site - ("Rocky Flats") + Keyword - Bioslurping.



General Info

Learn the history and background of the EM-40 Lessons Learned Program and review links to related resources.



Lessons Learned

Access the Lessons Learned database and/or submit a new lesson of your own.



What's New

Keep up-to-date on recently-published lessons learned and other hot topics.



Points of Contact

Expand your information-sharing network by accessing lessons learned contacts located throughout the DOE complex.

After all selections have been made and key words typed, click on the SUBMIT button.

- ▶ **Help:** To get a pull down menu of HELP tips on conducting a search click on the HELP button located at the top of the page.

How to Use the Search Categories

Project Type:

- ✓ If users want all projects to be searched select the ALL option.
- ✓ Users may select more than one option by clicking on multiple boxes
- ✓ If no selection is made (including the ALL option), the query automatically defaults to returning ALL lessons learned in the database.

Functional Areas:

- ✓ If users want all functional areas to be searched select the ALL option.
- ✓ Users may select more than one option by clicking on multiple boxes.
- ✓ If no selection is made (including the ALL option), the query automatically defaults to returning ALL lessons learned in the database.
- ✓ This menu is ultimately driven by the nature of the content generated and will change to accommodate new functional areas.

Date:

- ✓ If users want all dates to be searched select the ALL option.
- ✓ Users may select more than one option by clicking on multiple boxes.
- ✓ If no selection is made (including the ALL option), the query automatically defaults to returning ALL lessons learned in the database.

Site:

- ✓ If users want all operations offices to be searched select the ALL option.
- ✓ Users may select more than one option by clicking on multiple boxes.

- ✓ If no selection is made (including the ALL option), the query automatically defaults to returning ALL lessons learned in the database.

Keyword Search Tips

- ▶ Try multiple search options (i.e., repeat searches with synonyms or different word combinations).

There are ways to structure the words in your search to target the information that you desire. Because searches can result in hundreds of “hits,” it is important to understand how to narrow a search meet your specific needs. The following examples provide some search guidance:

- ▶ “tank”
Searches for the exact word, *tank*.
- ▶ licens*
Searches for documents containing the stem *licens*.
- ▶ contractor
Searches for any word with the stem *contract* (for example, contractual, contracts, contracting).
- ▶ “contaminated soil”
Searches for the exact phrase, *contaminated soil*, without stemming.
- ▶ contracts management
Searches for the phrase *contracts management* using stemming.
- ▶ travel <and> reimbursement
Searches for documents containing both words using stemming.
- ▶ radioactive <or> “hazardous waste”
Searches for documents containing either the term *radioactive* or the exact phrase *hazardous waste*. The search first returns documents containing both phrases.
- ▶ business <not> pleasure

Searches for documents that contain the word *business* but not the word *pleasure*.

Submitting a Lesson Learned

A lesson learned may be submitted directly from the EM Lessons Learned Website. From the Website homepage click on “Submit a Lesson.” The lesson learned may be typed directly onto the template that appears, and submitted online. You can also access the submission form directly from the homepage.

Subscribing to the List Serv

DOE employees and supporting contractors may subscribe to the EM Lessons Learned List Server. Members of the List Server may choose to receive lessons learned for all functional areas that apply to them. When new lessons learned are written, they will be sent out over the List Server to those members who selected the applicable functional categories.

To sign up for the List Server, visit the Website and click on “Subscribe to list serv” on the homepage, or access the application under the “Lessons Learned Database” heading.

Point of Contact

For further information about the EM-40 Lessons Learned Program, its resources, or the Website, contact:

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